



# WELCOME TO GOEO 2014 EO PLAN ORIENTATION

# AGENDA:

- ◉ Executive Order
- ◉ Changes
- ◉ Expectations
- ◉ Objectives
- ◉ Scoring Checklist
- ◉ Cover Letter
- ◉ Hiring Summary
- ◉ Policy Statement
- ◉ Complaint Report
- ◉ Accomplishments

# EXECUTIVE ORDER 93-20

- ◉ Executive Order 93-20 sections 2, 3 and 5 extend authority to the Governor's Office of Equal Opportunity to coordinate, monitor and evaluate Equal Opportunity plans:
- ◉ State agencies shall establish, implement and monitor an Equal Opportunity Plan within the parameters of the State Equal Opportunity Guidelines including the development of feasible goals, timetables and solutions to address the under-utilization of minorities, women and disabled individuals, particularly in salary grades 16 and above. Progress is to be reported on a semi-annual basis to the Governor's Office of Equal Opportunity;
- ◉ State agencies shall provide the Governor's Office of Equal Opportunity all necessary information for the preparation of the State and Local Government Information Survey (EEO-4) annual Federal report;
- ◉ A summary report is provided to the Governor by the Director of GOEO each year.

# CHANGES:

- ◉ We are going to make this process as user friendly as possible.
- ◉ Providing an updated training module
- ◉ Ensuring you have the tools available
- ◉ Providing interactive fillable forms
- ◉ Provide awards for top scores

# EXPECTATIONS:

- ◉ Attend orientation meeting
- ◉ Submissions must be made in a timely manner
- ◉ Contact us and ask for assistance
  - Carolyn Pitre Wright - 602-542-4814
  - Camille Lawrence - 364-3461
  - Emilio Velez - 602-364-1384

# OBJECTIVES:

- ◉ Review requirements for submitting EEO Plan
- ◉ Provide Information and timetable
- ◉ Explain how this fits in State Personnel Reform
- ◉ Give you the opportunity to ask questions

# 2014 SCORING CHECKLIST

## **Timely Submission**

On or before the due date – **2 points**

Any plans submitted after due date will be considered late – **minus 2 points**

## **Cover Letter**

Must be addressed to “Honorable Governor” – **1 point**

Must demonstrate understanding and commitment of the EEO – **1 point**

Must be signed by Agency Director – **2 points** (No Exceptions)

## **Non-Discrimination Policy Statement**

Must include name of EO Admin, phone #, and e-mail address – **1 point**

Location/s of where this policy is accessible to Employee:

Website Address – **1 point**

Physical Location/s – **1 point**

Must be signed by Agency Director – **2 points** (No Exceptions)

## **Hiring Summary**

HRIS XP391 Report – **1 point**

## **Agency EEO Complaint Report**

Identify the type and number of Internal/External Complaints Processed – **2 points**

**Evaluation Score (14 possible points)**

**Bonus – Accomplishments (1 point)**

# COVER LETTER:

- ◉ Make sure it's addressed to the Governor

Make sure it's addressed to the Governor  
The Honorable Janice K. Brewer  
Governor of Arizona  
1700 W. Washington  
Phoenix, Arizona 85007

- ◉ Make sure it demonstrates a basic understanding of EEO

The report reflects our continuing commitment to ensure all individuals have equal access to employment opportunities within the Agency and that all employees enjoy a working environment free from discrimination, harassment and intimidation. Agency continues its commitment to being an equal opportunity employer.

- ◉ Agency Director's Signature

Please ensure that the Agency Director signs the letter.

# HIRING SUMMARY: EXAMPLE

EEO-4 report run from HRIS - XP391

## AGENCY HIRING SUMMARY

PAGE1

### AZ - DEPT OF ARIZONA

Number of employees hired during 12/31/2012 - 12/31/2013 70  
By protected class

Number of employees hired during 12/31/2012 - 12/31/2013	70
White	39
Asian/Pacific Islander	7
African American/Black	3
Hispanic	5
American Indian/Alaskan Native	1
Unspecified	15
Female	26
Male	44
Individuals with Disability	1
Age 40 and above	36
Veteran	8
Veterans with Disability	1
Covered Employee (Merit system)	8
Uncovered Employee (FTE)	62

# NON- DISCRIMINATION POLICY:

- ◉ Please use your agency letterhead
- ◉ Make sure contact information for the designated agency and the Equal Employment Opportunity Administrator is listed.
- ◉ Location where this policy is accessible to employees (website address and physical locations)
- ◉ Please make sure it's signed by the Agency Director -No Exceptions
- ◉ You may utilize your own agency policy or use a copy of the ADOA Complaint process. ADOA/HRD PA9.01  
[http://www.hr.az.gov/PDF/Employee\\_Complaint\\_Process.pdf](http://www.hr.az.gov/PDF/Employee_Complaint_Process.pdf)
- ◉ Director signature sheet - sample on next slide

Janice K. Brewer  
Governor

Brian C. McNeil  
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

OFFICE OF THE DIRECTOR  
100 NORTH FIFTEENTH AVENUE • SUITE 401  
PHOENIX, ARIZONA 85007  
(602) 542-1500

**NON-DISCRIMINATION POLICY**

The Arizona Department of Administration is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunity and prohibits discriminatory practices, including harassment. Therefore, the Arizona Department of Administration commits itself to the attached Non-Discrimination policy.

- The Arizona Department of Administration has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination and retaliation.
- The Arizona Department of Administration will make every reasonable effort to ensure that all concerned are familiar with this policy and aware that any complaint of violation of such policies will be investigated and resolved appropriately.
- The Arizona Department of Administration will post our Equal Opportunity Policy Statement. This policy is available on the ADOA Employee Intranet: <https://intranet.azdoa.gov/default.aspx> and on the bulletin board in the main lobby of the ADOA Building, 100 N 15th Ave., Phoenix, AZ. 85007 as well as on bulletin boards in other ADOA facilities.
- All employment announcements shall include the phrase.

**“Arizona State Government is an EOE/ADA Reasonable Accommodation Employer”**

As Director of the Arizona Department of Administration, I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of the Equal Opportunity Policy throughout all levels of the Department, Ron Loyd shall serve as the Equal Opportunity Administrator for the Arizona Department of Administration. Ron Loyd may be contacted at (602) 542-0680 or [ron.loyd@azadoa.gov](mailto:ron.loyd@azadoa.gov)

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Brian C. McNeil

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Date

Any employee who has any questions or concerns about this policy should talk with, the ADOA Shared Services Manager at 602-542-0680 or the Governor's Office of Equal Opportunity, <http://azgovernor.gov/eop/index.asp>  
602-542-3711

# EEO COMPLAINT REPORT:

- Type and number of EEO Complaints processed
- EEO Complaints 2013**

## Employee EEO - Related Charges

INTERNAL COMPLAINTS	Total By Type	EXTERNAL COMPLAINTS	Total By Type	Grand Total by Type
Race		Race		
Sex		Sex		
National Origin		National Origin		
Religion		Religion		
Color		Color		
Age		Age		
Disability		Disability		
Retaliation		Retaliation		
EPA		EPA		
GINA		GINA		
Sub Total Internal Complaints by Type, by Agency		Sub Total External Complaints by Type, by Agency		

# GOVERNOR'S OFFICE OF EQUAL OPPORTUNITY

Email Address: [equalopportunity@az.gov](mailto:equalopportunity@az.gov)

Phone: (602-) 542-3711

Fax: (602) 542-3712

Carolyn Pitre Wright

Director, (602) 542-4814

Camille Lawrence

EO Staff Assistant, (602) 364-3461

Emilio Velez, Jr.

Program Manager, (602) 364-1384

# QUESTIONS